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| **Tenant’s Move-In Checklist** | |
| ***Please do the following 3 weeks prior to the move in date:*** | |
|  | Submit Monthly rents to: [Reference Rental Remittance Information](http://www.capellatowerat225.com/tenant-handbook-new/building-operations/rental-remittance) |
|  | Reference the [Insurance Requirements Information](http://www.capellatowerat225.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to capellatower@shorenstein.com. |
|  | Complete the [Tenant Move-In Form](http://www.capellatowerat225.com/download_file/view/179/545) and email it to [dpeterson@shorenstein.com](mailto:dpeterson@shorenstein.com). |
|  | Complete the [Tenant Information Form](http://www.capellatowerat225.com/download_file/view/178/545) and email it to [dpeterson@shorenstein.com](mailto:dpeterson@shorenstein.com). |
|  | Contact Parking at 612-338-2101 or [ltronnes@spplus.com](mailto:ltronnes@spplus.com) to contract for parking or parking questions. |
|  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Matt Bergland with Gephart at [matt.bergland@gephartlvs.com](mailto:matt.bergland@gephartlvs.com) for cabling within the riser system. |
|  | Pick up suite keys and access cards from the General Manager. |
|  | Review the [Building’s Moving Procedures](http://www.capellatowerat225.com/tenant-handbook-new/building-operations/moving-procedures). |
|  | Attend a scheduled pre-walk to view the existing conditions of the space with the General Manager. |
|  | Inform your employees to submit an [Amenities User Agreement Form](http://www.capellatowerat225.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Bike Storage Rooms and Capella Tower Health Club. |
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| ***Please do the following on and after the move in date:*** | |
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|  | Attend a Post walk with the General Manager to check for damages during the move. |
|  | Review the [Tenant Handbook](http://www.capellatowerat225.com/tenant-handbook-new/introduction/welcome). The Tenant Handbook is a resource of information you need for your building including operations, services, sustainability, building rules and regulations. |
| Capella Tower 225 South Sixth Street, Suite 250 Minneapolis, MN 55402 612-672-3011 | |